

VALLEY COMMUNITY HEALTHCARE
Job Description

POSITION: Development Coordinator
REPORTS TO: Chief Development Officer
HOURS: Full-Time 40 hours per week
FLSA STATUS: Non- Exempt

The Development Coordinator supports all aspects of fundraising activities under the direction of the Chief Development Officer and Annual Giving Mgr. The Development Coordinator serves as donor database manager and assists with, event planning & support, volunteer coordination, grants research, and other support for CDO, Grants Manager, and Development Manager

Specific Responsibilities

1. Assists CDO, Development Mgr. and Event Committee in planning and logistics implementation for all Development events, friend-raisers and fundraisers
2. Coordinates logistics of all mailings, including
 - a. Email blasts and on-line mail activities
 - b. Snail-mail house bids, management of mailings, management of postage
 - c. Post office requirements
3. Responsible for donor database management including accurate, robust and timely input of new or changed donor information, and compiling/running data base reports
4. Responsible for creating, sending and filing all donor gift/foundation gift correspondence
5. Responsible for maintaining and updating data/ mailing lists, including emails, and other, as technology advances
6. Prepare/distribute monthly fundraising reports
7. Responsible for writing/ sending Advocacy Support letters upon request by VCH advocacy/member groups
8. Serve as Volunteer Coordinator: Patient Resource Booth:
 - a. Obtains & tracks Schedules, follows-up on interested potential volunteers
 - b. Follows-up with interested volunteers
 - c. Provides training and orientation to new volunteers and sets schedule
9. Assists Grants Manager with basic research for new grant opportunities
10. Assists Grants Manager with research, packaging larger grants, pulling data report, etc.
11. Provides on-going administrative support as needed by CDO, Development Manager, Grants Mgr. and other Development staff: copying, filing, scanning, meeting set-ups, etc.
12. Other duties associated with Development needs or above projects

Reporting Relationship

Reports to the Chief Development Officer

Salary and Benefits

Commensurate with skills and experience.

Qualifications

- Pleasant and engaging personality
- Excellent written and oral communication skills.
- Excellent phone and interpersonal skills with the ability to smoothly interact with a variety of individuals on many levels
- Extremely detail oriented with excellent organizational skills
- Ability to work well in a team environment
- Word, Excel & data management skills necessary, Donor Perfect experience preferred.
- Ability to work with multiple assignments and adhere to deadlines
- Experience working in non-profit organizations and special events desirable.
- Must have California Driver's License and insurance.

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**